

EXECUTIVE RECRUITMENT ANNOUNCEMENT

Job Title:	Executive Director/President/CEO
Reports To:	Board of Directors of the Montgomery County Green Bank
Status:	Full-time
Location:	Montgomery County, Maryland
Travel:	Locally 20%, non-local 5%
Salary:	Commensurate with position requirements experience and qualifications

Background

The Montgomery County Green Bank (“MCGB”) is a publicly-chartered nonprofit dedicated to accelerating affordable clean energy and energy efficiency investment in Montgomery County, Maryland. The Montgomery County Green Bank partners with the private sector to build a more prosperous, resilient, sustainable, and healthy community.

Summary of Position

The ideal candidate for this position will have a passion for accelerating investments that can make a difference in the county’s efforts to scale up clean energy and energy efficiency. The candidate should have a strong background in public and/or private investment or development, have experience building start-up organizations and/or driving growth of a new institution from its inception, and bring a vision for the potential of the Montgomery County Green Bank.

Reporting to Montgomery County Green Bank’s Board of Directors, the Executive Director will lead our work in accelerating affordable clean energy and energy efficiency investment in Montgomery County, Maryland. The Executive Director will be the primary advocate for the mission, goals, and programs of the Montgomery County Green Bank. S/he will bring key leadership skills to the day to day operations and management of the institution, and will be accountable for implementing its strategic vision. The Executive Director will work in concert with the Montgomery County Green Bank Board of Directors, County Department of Environmental Protection and Finance staff, and senior staff, and will be the principal spokesperson for the Montgomery County Green Bank among key external constituencies including the philanthropic community, investment partners, governmental agencies, businesses, residents, and the media.

Essential Duties and Responsibilities

Organizational Leadership and Management

- Build a high quality team to implement the objectives and vision of the MCGB;
- Oversee development and adoption of Annual Work Plan and Budget;
- Provide overall management of the Montgomery County Green Bank’s public-purpose programs;
- Supervise and manage staff, maintaining high staff morale and nurture a sense of purpose and teamwork among staff members;
- Serve as primary liaison between the Montgomery County Green Bank, the Board of Directors and County staff.

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Financing and Technical Assistance Programs

- Lead strategic development of the Montgomery County Green Bank's public-purpose programs; explore viability of programs across sectors;
- Develop budget plan that considers the financial sustainability of the organization and a balanced portfolio of programs;
- Ensure the safe and secure management and investment of the Montgomery County Green Bank's assets, consistent with the values and mission of the Montgomery County Green Bank;
- Develop technical assistance programs and support for potential borrowers, particularly with banking partners and clients such as housing cooperatives, nonprofit organizations, and other borrowers unfamiliar with products offered or technologies financed by the Montgomery County Green Bank; Create a cost-effective QA-QC process that benefits partner lenders and contractors in transactions;
- Oversee ongoing market research to continually develop new opportunities, align programs to emerging markets, and maintain competitiveness with other financing options.

Communications and Outreach

- Develop, manage, and maintain organizational brand and external presence of the Montgomery County Green Bank;
- Execute a communications and outreach effort that promotes the objectives of the Montgomery County Green Bank;
- Build the reputation and brand of the Montgomery County Green Bank with donors, foundations, corporations, the media and, as appropriate, public officials and agencies;
- Establish, maintain, and grow strategic partnerships with lenders, contractors, developers, government agencies, utilities, business and industry associations, and community groups;

Capitalization & Development

- Serve as the principal fundraiser for the Montgomery County Green Bank, working in partnership with appropriate Officers and staff;
- Prioritize raising funds that allow maximum flexibility, including core unrestricted support and broadly restricted program support, and funds that align with community investment activities;
- Pursue impact investment funding opportunities in order to serve harder to reach communities;
- As directed, support CDFI funding application and similar sources for additional lending capital;
- Act as primary steward of donor relations for the Montgomery County Green Bank.

Regulatory/legal oversight and risk management

- Assure that the Montgomery County Green Bank meets its fiduciary obligations as established by the Montgomery County Green Bank's governing documents, the Board of Directors, and applicable law;
- Ensure complete and accurate reporting to regulatory and professional agencies including the Montgomery County Government; Internal Revenue Service; Maryland Department of Labor, Licensing, and Regulation; Maryland Attorney General, and others, as required;
- Remain alert to the Montgomery County Green Bank's external environment in order to inform the Board of Directors of trends and changes in the regulatory and risk environment that may adversely impact the Green Bank's activities.

Board Support

- Be a key liaison with the Board, including ensuring the Board is well informed on all areas of

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- operations and management of the Montgomery County Green Bank;
- Where required, provide leadership and facilitation to assure the effectiveness of all Committees established by the Board of Directors;
- Establish a strong sense of cooperation between key staff and the Board of Directors and Board Committees.

Qualifications

An ideal candidate will qualify under the following required and preferred qualifications, while also demonstrating characteristics of adaptability, dependability, strategic thinking, and strong interpersonal skills.

Requirements

- Bachelor's Degree. An MBA or other advanced degree in a relevant field of study preferred;
- 10+ years of leadership experience in relevant combination of the following: nonprofit management, energy financing, consumer lending or commercial banking, investment and/or fund management, community development, business development, or another relevant field;
- Minimum of five years of staff supervisory experience.

Preferred Qualifications

- Experience developing, implementing and financing clean energy projects. Experience in the development of clean energy programs, deployment strategies, market transformation initiatives, and energy policy, particularly around financing and program development;
- Extensive knowledge of finance, budgeting, and general accounting principles; understanding of real estate finance, underwriting, and loan processing a plus;
- Experience in program management, including stakeholder engagement, outreach, communications, evaluation, and reporting;
- Experience managing or serving on the board of a 501(c)(3) organization that includes fiscal sponsorship and grant-making, financial management, and organizational planning and development;
- Experience with major gift fundraising, donor cultivation and stewardship;
- Proven collaboration skills, developing strategic partnerships to leverage resources and reach;
- Track record of being highly organized, entrepreneurial, and self-motivated;
- Experience that includes responsibility for the financial management of an entity or a large program;
- Business, startup, or entrepreneurial experience a plus, demonstrating knowledge of business implications in decision-making, market and competition, and product development;
- Proven communication skills, both oral and written. Demonstrated ability and effectiveness in communicating ideas and information, both quantitative and qualitative;
- Knowledge of non-profit tax laws, reporting requirements, and regulations related to charitable gifts, trusts, estates and grants, and the operation of a public charity a plus.

To Apply

Interested candidates should submit a cover letter and resume no later than January 17, 2016 to the Board of Directors Recruitment Work Group, c/o Michelle Vigen (michelle.vigen@montgomerycountymd.gov).